

COURT FACILITIES WORKER

DEFINITION

Under general supervision, performs semi-skilled maintenance and repair work related to court facilities; maintains court stock forms and forms inventory system; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the class of Court Facilities and Records Clerk in that employees of this class work more independently maintaining court forms and inventory and perform a larger variety of semi-skilled maintenance tasks.

ESSENTIAL FUNCTIONS

1. Repairs and makes minor adjustments to chairs, desks, credenzas, file cabinets and other types of furniture.
2. Installs shelving, secures cabinets, bookcases, shelving and office furniture to the walls at all court locations; secures or tacks computer cabling to the wall.
3. Monitors and evaluates forms usage; maintains stock of court forms; maintains automated form inventory system; attends forms committee meetings to assist in determining changes in revised forms; orders forms from vendors; discusses modifications with vendors; contacts vendors and users to coordinate deliveries and resolves discrepancies.
4. Installs door locks, changes combinations on cipher locks, changes locks on file cabinets and drills out locks.
5. Modifies Judges Bench/Clerk Bench to accommodate computer wiring; reroutes and secures cables.
6. Installs and adjusts hanging doors, removes and replaces hard doors; adjusts door closers; installs air conditioners and hangs fans; secures cabinets/bookcases to meet earthquake and safety standards.
7. Performs minor refinishing, upholstery repair and painting work to office furniture.

8. Cleans and makes minor repairs to tape recorders, microphones, public address systems, intercoms, and other office and court equipment.
9. Picks up and delivers furniture from all court locations.
10. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Two years of increasingly responsible warehousing experience preferably using an automated inventory system or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Experience in facility maintenance is highly desirable.

Knowledge of

Modern inventory control practices; legal forms; generally accepted warehousing procedures and record keeping methods; safety practices and techniques; proper operation of warehousing equipment such as dollies, hand trucks, pallet jacks, etc; office computer applications; maintenance techniques and practices for minor facility and furniture repair; hand tools; County requirements and state laws related to the operation of County-owned vehicles.

Ability to

Use tools and equipment to perform minor facility maintenance and furniture repair; move and relocate furniture; safely operate a motor vehicle; follow verbal and written instructions; operate modern office equipment including a personal computer; maintain effective working relationships with vendors, County departments, judicial and other court staff.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens. Ability to speak and hear at normal conversational levels in person and over the telephone. Manual dexterity to write legibly and to use a computer terminal; to use both hands to grasp and hold boxes, supplies, tools, and other stock items of various sizes and shapes. Ability to regularly lift, carry, and push more than 40 lbs.; and to reach, bend, or crouch to retrieve or store stock and

other items. Ability to safely operate a fork lift to pick up and move boxes and other items. Ability to work outdoors in inclement weather as required; and indoors around fumes and dust.

Date Est. 4/00